

JOB DESCRIPTION: **PROPERTY APPRAISER TRAINEE**DATE: **02/24/2009**

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|----------------------|-----------------|------------------------|-------------|
| <b>EXEMPT (Y/N):</b> | No              | <b>JOB CODE:</b>       | CSC         |
| <b>DEPARTMENT:</b>   | Assessor        | <b>CLASSIFICATION:</b> | 331         |
| <b>SUPERVISOR:</b>   | Chief Appraiser | <b>SALARY RANGE:</b>   | 24          |
| <b>UNION (Y/N):</b>  | Yes             | <b>LOCAL:</b>          | AFSCME 1442 |

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**GENERAL STATEMENT OF DUTIES:** This position is in a learning/training capacity with the goal of obtaining registration as a Property Appraiser by the State of Oregon within the required two years through on the job training and training at seminars and workshops. Assist in the appraisal of real and personal property using mass appraisal approaches, methods and techniques. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Under the direction of a designated training coach complete the assigned material and tests contained in the Oregon Department of Revenue's Appraiser Trainee Program Coach's Manual, document number 150-303-427 (7-96). Participate in the appraisal process as on the job training.

Assist in appraisals of personal and real properties including residential, recreational, rural, floating and mobile home properties. Appraise new construction and additions to existing structures. Compute values of land and improvements.

Assist in field inspections of properties by physically examining land and buildings to determine size, class, quality and locations. Observe depreciation, compare to benchmark properties and make adjustments. Discover new buildings or additions not previously on the assessment and tax rolls. Use copies of building permits and mobile home siting permits to aid in the discovery process.

Assist the public by responding to inquiries regarding property tax laws, deferral programs, appraisal procedures, determination of market and maximum assessed values, etc.

Maintain pertinent resource materials to help establish assessed values. Maintain records and files within section. May assist in the defense of appraisals before various appeal jurisdictions by providing registered appraisers with appropriate information.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Works under the direction of the Chief Appraiser who assigns and reviews work for conformance to established appraisal procedures and methods.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**EDUCATION and/or EXPERIENCE:** Associate's degree in related field and/or two years related work experience. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Registration as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010 within two years of hire; possession of an appropriate driver's license and must be insurable under the County's liability coverage.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of mathematic principles sufficient to make accurate calculations of property valuation. Some knowledge of the fundamental principles of real property law. Basic knowledge of the principles, practices and methods of property appraisal and of the preparation and use of official records, such as deeds, mortgages and contracts, cadastral maps and legal descriptions. Familiarity with computers and general business software such as word processing, spreadsheets and databases.

Ability to communicate effectively both verbally and in writing. Ability to accurately appraise a variety of land holdings. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc. during inspections. Driving is required on a regular basis.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. The performance of field work requires walking over various terrain or other hazards and exposure to all weather conditions.